

CHIEF FINANCIAL OFFICER

The Jewish Community Center of Greater Albuquerque, JCC, has an exciting opportunity for a Chief Financial Officer, CFO. The CFO is responsible for all financial operations and transactions, as well as providing advice and leadership. This individual is a key member of the upper level management/leadership team and reports directly to the Executive Director. This is a 30 hour per week position with flexibility in scheduling.

Key Tasks include:

- Responsible for the overall management of the organization's financial functions.
- Ensuring accurate and timely bank account and general ledger reconciliations.
- Oversees in-house payroll processes.
- Shares responsibility for agency operating and capital budgets
- Reviews contracts and major expenditures of the agency to ensure that the highest quality and lowest cost for goods and services is being obtained and to ensure adherence to existing policies of the agency.
- Responsible for the supervision of accounting/bookkeeping staff:

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance or related field.
- At least 5 years accounting experience in a business setting.
- Management/Supervisory experience.
- Strong organizational skills with attention to detail
- Ability to work effectively independently and as part of a team
- Exceptional oral and written communication skills.
- Proactive in anticipating budget shortfalls and cash/fund-raising needs.
- Innovative and resourceful with ability to exercise initiative and to adaptive to change.
- Proficient in Quick Books, Enterprise and Excel; and MS Office Suite.
- Ability to develop a positive, professional working relationship with staff, Board members, Members and other stakeholders and constituents.
- Ability to pass a Criminal Background check

PREFERRED QUALIFICATIONS:

- Master's Degree in business, accounting or related field preferred
- Current CPA preferred.
- Experience in a finance/accounting role in a non-profit setting strongly preferred.
- Experience working with a variety of accounting/payroll/time keeping systems helpful.

The JCC of Greater Albuquerque, founded in 2000, is a non-profit organization, open to all ages and stages of life, regardless of religious affiliation. The JCC mission is to Enrich and inspire the entire community by offering quality, multi-generational fitness, wellness, cultural, recreational, social, and educational programs in a safe, nurturing, and welcoming environment that is respectful to all. The JCC has modern fitness and athletic facilities, outdoor aquatics center, an early childhood education center, and day-school on its 10-acre campus. The JCC runs a wide variety of community, educational, recreational and social service programs.

This is a wonderful opportunity to join a community and family-oriented organization that offers an accepting, supportive environment with the highest standards of service to our members and to the community in which we live and work.

For consideration & to apply; please submit cover letter and resume to: jennifert@jccabq.org.

The JCC is an Equal Opportunity Employer.